



**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON 25, D. C.

**OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE**

17 January 1964

**MEMORANDUM FOR DEPUTY DIRECTOR (INTELLIGENCE)**

**SUBJECT:** Control of Attendance at USIB Meetings

1. In view of the sensitivity and classification of business being conducted in United States Intelligence Board (USIB) meetings, it is essential that effective control be exercised over attendance at these meetings. Such control should be designed to assure that personnel in attendance are authorized and required to attend in support of USIB members or activities, and are identified by name, agency and security clearances. Recent incidents bear out the need for improved control of attendance.

2. Basically, unless otherwise directed by the Chairman of USIB, it is the responsibility of each USIB member to determine and control the attendance of personnel from his department or agency.

3. In view of the DD/I responsibility for staffing of USIB matters within CIA as specified in [ ] it is desired that the DD/I make necessary arrangements for identifying all CIA personnel who are to attend each USIB meeting, and for determining that they are authorized and required to attend and have appropriate security clearances. When the room is cleared for certain sensitive items, the DD/I will insure that those CIA personnel remaining possess the required security clearances. 25X1A

4. In addition, DD/I will, prior to each USIB meeting, furnish the USIB Secretariat a list of all CIA personnel, including those who are attending as members or staff of a USIB committee or representatives of the Office of National Estimates, who will attend that meeting.

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The list should show:

- a. Names of persons attending and office symbol.
- b. Clearances for which each person is certified (show initials or abbreviation of clearances only).

5. Most of the other USIB agencies have been following such practices for some time. However, the USIB Secretariat is re-emphasizing the need for each Board member to assure effective control and to provide such a list of the personnel from his agency attending Board meetings.

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Marshall S. Carter  
Lieutenant General, USA  
CIA Member, USIB

cc: DD/P  
DD/S&T  
DD/S  
Chairmen, USIB Committees  
Chairman, BNE

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